



**WYOMING**  
DEPARTMENT OF EDUCATION



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Superintendent of Public Instruction



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[edu.wyoming.gov](http://edu.wyoming.gov)  
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**Contingency Operations Policy**

Policy #: 4000-005

Version #: 2.0

Approved By: Jillian Balow, Superintendent, State of Wyoming  
Department of Education

Effective Date: January 5, 2015

**Purpose:**

The purpose of this policy is to establish and implement policies and procedures for responding to an emergency or other occurrence (e.g. *fire, vandalism, system failure, and natural disaster*) that damages the State of Wyoming, Department of Education (WDE) data access capabilities. WDE will develop a Contingency Operations Plan that includes, but is not limited to, Contingency Operations, Data Backup/Recovery, Disaster Recovery, Notification, and Emergency Mode Operations.

**Scope:**

This policy applies to all WDE workforce members including, but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to student data and sensitive information by WDE. All workforce members are responsible for the security of protected information.

**Policy:**

The core objectives will be to ensure the expeditious restoration of WDE critical resources while preserving the confidentiality, integrity and availability of student, teacher, Personally Identifiable Information (PII) and data otherwise deemed sensitive.

**Responsibilities:**

The WDE Information Security Officer (ISO) will be responsible for ensuring the implementation of the requirements of Contingency Operations.

**Compliance:**

Failure to comply with this or any other security policy will result in disciplinary actions as per HR Policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

**Procedure(s):** Contingency Operations Plan

**Form(s):** None

References:



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- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99);  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- State of Wyoming, Department of Enterprise Technology Services, 9400-P200: Information Security Planning  
<http://ets.wyo.gov/resources/policies-and-standards>
- NIST SP 800-34 revision 1, Contingency Planning Guide for Federal Information Systems;  
[http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1\\_errata-Nov11-2010.pdf](http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1_errata-Nov11-2010.pdf)

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